

Topsfield Cable Television Advisory Committee

September 9, 2009

Approved 10/7

Executive Summary

The purchase of a new PC planned for the cable office is waiting for advice from Retrofit concerning which operating system (Vista or Windows 7) will be installed. Roberta Knight is drafting contracts for Peter Epstein to provide legal support for the Comcast license negotiations and Steve Finer to assist with equipment RFPs. A Public Opinion Survey will be distributed to collect information on cable TV and the Town website use. Both a US mail version and an on-line version will be distributed. Results will be analyzed for each of these groups to determine any differences. Verizon is working on sections in town with underground facilities to bring FIOS availability to new neighborhoods. Comcast has sent letters to all customers informing them that they will need to obtain free "Digital Transport Adapters" to be able to view channels 24-69 on any set without a paid set top box after 2/11/10. The reason for the equipment is the change to an all digital signal. The Committee is inventorying the number of adapters needed for "free access" in municipal buildings. There may be an issue in the schools where Comcast has been providing free cable service to all classrooms.

Meeting opened at 7:35 PM in Town Hall.

Members present: Bill Whiting, Kathy Curran and Bill Wood

Members absent: Dana Branson

Former Business:

The Minutes of 8/5 were approved as written.

Meeting was rescheduled from 9/2 .

New Business:

See Executive Summary

The meeting was adjourned at 8:25 PM

The next scheduled meeting is October 7 at 7:30 PM in the Town Hall.

Respectfully submitted, Bill Whiting.